



**THE NATIONAL GAS COMPANY  
OF TRINIDAD AND TOBAGO LIMITED**  
[www.ngc.co.tt](http://www.ngc.co.tt)

## INVITATION TO REGISTER AND PRE-QUALIFY

The National Gas Company of Trinidad and Tobago Limited (NGC) is inviting suitably qualified contractors and suppliers to submit their interest in pre-qualification for the following categories:

1. Catering Services (Beachfield Facility)
2. Janitorial and Housekeeping Services (Beachfield Facility)

### IMPORTANT NOTE: PROCUREMENT DEPOSITORY REQUIREMENT

As per Section 26 (1) of the Public Procurement and Disposal of Public Property Act (2015), all potential vendors must be registered and pre-qualified with the Procurement Depository, effective 26th April 2023, to provide goods and services to The NGC Group of Companies.

### Steps for pre-qualification

#### A. SCREENING - COMPLETION OF PRE-SCREENING QUESTIONNAIRE

Interested parties must first complete the Expression of Interest Pre-Screening Questionnaire on the Company's website

<https://ngc.co.tt/procurement/vendor-pre-screening-questionnaire/>

**DEADLINE FOR SUBMISSION OF THIS QUESTIONNAIRE: 29TH AUGUST 2025**  
**LATE SUBMISSIONS WILL NOT BE CONSIDERED**



#### B. REGISTRATION - VENDOR SAP ARIBA REGISTRATION

Shortlisted candidates will be issued an Invitation to Register via SAP Ariba. After receiving the SAP Ariba invitation to register, potential vendors must submit the fully completed Registration Questionnaire, along with all relevant supporting documents within fourteen (14) calendar days.

#### C. PRE-QUALIFICATION - SUBMISSION OF PRE-QUALIFICATION DOCUMENTS

After successful registration, potential vendors must submit their Pre-Qualification Questionnaire via the SAP Ariba system, with all supporting documents within fourteen (14) calendar days of receiving the invitation to pre-qualify.

REGISTRATION REQUIREMENTS	PRE-QUALIFICATION REQUIREMENTS
<ul style="list-style-type: none"><li>• Certificate of Incorporation</li><li>• BIR, VAT and NIS Compliance Certificates</li><li>• Notice of Directors</li><li>• Bank Letter (Confirmation of Banking Details in the Vendor's Name)</li><li>• Organisational Structure</li><li>• Insurance</li></ul>	<ul style="list-style-type: none"><li>• Relevant Experience</li><li>• Personnel Resources</li><li>• Financial Capacity</li><li>• Equipment Resources (where applicable)</li><li>• Health, Safety, Environment and Security Management System (where applicable)</li><li>• Any Other Documentation Specified in the Application</li></ul>